Tongham Parish Council

Minutes of Meeting: Monday 18th May 2026, held at the Old School Hall, Poyle Road Tongham 7:30 pm.

Present:

Cllr L Oakley (Chair)	Cllr S Habgood	Cllr S Gray	Cllr P Buckley
Cllr M Murray	Cllr L. Lowdon	Cllr E Hall	
Clerk K Brennan			

6 members of the public attended and recorded as shown on appended note.

1) **Chairman's Announcements and Apologies for Absence:**

Apologies received from: Cllr. Barker (GBC), & Cllr Furniss (SCC)

The Chairman paid tribute to Cllr. Margaret Murray for her many years of service to the Council and the village, he was sad that she was retiring and thanked her on behalf of the Council, he presented her with a card and flowers.

2) Minutes of the Meeting held on 20th April 2026

The minutes were approved and signed.

Proposed: Cllr P. Buckley

Seconded: Cllr L. Lowdon

3) Code of Conduct – Disclosure and Declaration of Interests: No declarations of interest were made.

4) Register of Interests: None

5) Matters Arising:

Maintenance of the ditch to prevent Flooding at The Gardens and Hawley Close - No update available as Cllr. Furniss was on holiday.

Ownership of Ditch Outside Recreation Ground - Responsibility remains unclear. GBC has historically maintained the ditch, maintenance of the ditch is not within the Council's lease agreement. The responsibility of ditch maintenance lies with Guildford Borough Council or Surrey County Council Highways division.

Awaiting Bank Details for Kent, Surrey and Sussex Air Ambulance Charity for the allocation of the Section 137 grant agreed by the Council. The Clerk will contact the Charity.

6) County Council and Borough Council Matters:

Both councillors were unable to attend the meeting and sent apologies.

7) Public Adjournment:

It was reported that Tongham Woods Improvement Group (Twig) have carried out work to clear areas of Tongham Woods and Tongham Meadows.

Congratulations were recorded for Cllr Matt Furniss and Cllr Sally Barker for their re-election in the recent By Elections.

The Chairman welcomed Mr. N. Crabbe to the meeting, he is interested in the Parish Councillor vacancy.

Resident Kate Simmons enquired if there was any progress regarding yellow lines being installed on the road outside the Church in Poyle Road and if there was any more news regarding the Manor Farm Development. The Council understood that the Poyle Road parking issue was still in progress with SCC Highways, but as Cllr Furniss was not attending the meeting there was no update available. The Manor Farm Development application was also still in progress with Guildford Borough Planning Dept, but again the Council had no recent update.

8) Working Groups

a) Finance and Administration

i) The Financial statement for the month ending 30 April 2026 was approved.

Proposed: Cllr. L Oakley
Seconded: Cllr. L Lowdon

ii.) A Section 137 Request was received from Tongham Scout Group for a Grant to assist with costs of acoustic treatment to their main hall.

A Grant of £1,000 approved.

iii.) A Request has been received from Tongham Community Association for a donation of £300 towards the cost of renting a Bouncy Castle for the TCA summer fayre.

iv.) The Grant from SCC for the Maintenance of the Pocket Park has not yet been received.

v.) A Section 137 Grant Request has been received from the Tongham Good Fridays Food Outreach Group for a Grant towards their running costs.

A Grant of £500 approved.

b) Planning

Applications

1. **Ref: 26/P/00417**
   61 Newton Way Tongham – erection of detached garage building with Landscaping works.
2. **Ref: 26/P/00542**
   6 Blackburne Way Tongham – ground floor rear extension.

1. **Ref: 26/P/00544**
   96 Poyle Road Tongham – part single and part two-storey rear extension and raising parapet wall.
2. **Ref: 26/P/00587**
   29 East Ring, The Cardinals Tongham – erection of a single-storey side extension and rear extension with roof lights.

Decisions

1. **Ref: 26/P/00153**
   Land between 57 & 59 Grange Road – erection of self-build detached dwelling house – **Refused.**

c) Lighting and General Purpose

i.) Parish Councillor Vacancy - 5 Applications received, the Clerk will write to the applicants to invite them to the next Parish Council meeting to meet, and interview them.

ii.) Repairs to Recreation Ground Gym Equipment - Matter ongoing and not yet complete.

iii.) A Review of the Recreation Ground Lease with Guildford Borough Council is required, Cllr Hall agreed to review this.

iv.) Spoil Lane Allotments – A date is required for councillors to meet for a walk around and Tuesday 2nd June at 6.30pm was agreed.

v.) The Annual ROSPA inspection of the outdoor gym and playground equipment is due in June 2026. The Clerk will check that both children playgrounds are included in the inspection.

9) Any Other Business.

Councilor P. Buckley attended the Launch of the Electric Bus Fleet by Guildford Borough Council.

10.) Execution of Documents: to consider if necessary, passing the following resolution:

"That the Council do seal in the manner prescribed by law, or the clerk or member as appropriate, do sign on behalf of the Council any Order, Deeds or Documents, required to give effect to any of the matters and recommendations contained in the reports as presented to, and approved by, the Council on 18th May 2026".

Proposed: Seconded:

Signed: .....

L. Oakley, Chair of meeting, Date: 15th June 2026.